

Approved For Release 2005/03/30 : CIA-RDP79B00314A000100030002-6

NUMBER 5100.45

DATE July 28, 1964



DDR&E

Department of Defense Instruction

SUBJECT Centers for Analysis of Scientific and Technical Information

- Refs.: (a) DoD Directive 5100.36, "Department of Defense Technical Information," December 31, 1962
- (b) DoD Instruction 5129.43, "Assignment of Functions for the Defense Scientific and Technical Information Program," January 22, 1963
- (c) DoD Directive 5200.1, "Safeguarding Official Information in the Interests of the Defense of the United States," July 8, 1957
- (d) DoD Instruction 5100.38, "Defense Documentation Center for Scientific and Technical Information (DDC)," March 19, 1963

I. PURPOSE AND APPLICABILITY

This Instruction supplements references (a) and (b) by prescribing procedures to be followed by all Department of Defense components in creating, operating, and administering Centers for Analysis of Scientific and Technical Information (hereinafter referred to as "information analysis centers") within the framework of the DoD Scientific and Technical Information Program.

II. DEFINITIONS

- A. Center for Analysis of Scientific and Technical Information. Any functional element is performing as an information analysis center if it collects, reviews, digests, analyzes, appraises, summarizes and provides advisory and other user services concerning the available scientific and technical information and data in a well-defined, specialized field. A center exclusively concerned with review or analysis of scientific or engineering data shall be considered an information analysis center. Such centers are distinguished from documentation centers and libraries, whose functions are primarily concerned with the handling of documents rather than the technical information contained in the documents. (Enclosure 1 gives a comprehensive description of the primary mission and characteristics.)
- B. Information. The meaning assigned to data, or a description of, extension of, or elaboration on data. Throughout this Instruction the term information means scientific and technical information.

On file OSD release instructions apply.

- C. Data. Any representations such as characters or analog quantities to which meaning may be assigned. Data may be expressed in digital, graphic, or symbolic form.
- D. Analysis. The qualitative and/or quantified evaluation of information requiring technical knowledge and judgment.

POLICY

- A. The growth of published and unpublished scientific and technical information that must be assimilated by technically-trained managers, scientists, and engineers has resulted in ever-expanding requirements for organized screening, filtering and reduction of such information to insure that those who need it are provided with the best, the most pertinent, and the most succinct information. The Department of Defense, after considering the advantages and disadvantages of central review of pertinent information, endorses further development of the information analysis center concept, with special emphasis on the evaluation aspects of the concept.
- B. Information analysis centers supported by DoD shall provide service to the entire DoD community and, when specifically assigned such responsibility, to other Federal agencies and their contractors.
- C. Information analysis centers usually will be adjuncts to organizations engaged in technical work, and normally will be assigned information analysis responsibility in all or part of the subject-matter field in which the host organization specializes. It is contemplated that a substantial part of the information analysis work of the centers will be performed by personnel of the host organization in extension of and in conjunction with their regular scientific work.
- D. Each information analysis center shall be administered by a single DoD component to be designated by DDR&E in accordance with the provisions of references (a) and (b). The DoD component so designated will be solely responsible for programming, budgeting, financing, and otherwise administering the information analysis centers assigned to it.
- E. Each information analysis center will be maintained by DoD only as long as it provides a necessary service, efficiently and economically, to a representative body of users in the DoD community and, where appropriate, to other Federal agencies.
- F. Classified information shall be disseminated and safeguarded in accordance with the provisions of reference (c) and other applicable DoD security issuances.

5100.45
July 28, 1964

- G. Limitations for release of documents, as set forth in reference (d), shall be similarly observed with respect to release of information extracted from all documents bearing a release limitation.

IV. PROCEDURES

Within the framework of established programming, budgeting and financing procedures, responsibility for exercising overall management control of the DoD Scientific and Technical Information Program is vested in DDR&E by reference (a). Accordingly, the continued operation of existing information analysis centers shall be subject to the approval of DDR&E and all proposals by the needs of Defense components involving the establishment of new information analysis centers, major changes in a center's scope or subject area, and the disestablishment of centers, will be referred to DDR&E for approval.

A. Establishment of Centers

1. Recommendations for establishment of an information analysis center may arise from any source, in or out of DoD. Proposals will be processed through the same channels in DoD components that are used for approving and authorizing any new commitment.
2. DDR&E approval for establishment of a new center will be based on a clearly demonstrated and documented requirement and capability. Consideration for approval shall be based on, but not limited to, the following criteria:
 - a. Active support of the center by persons engaged in the type of technical work to be covered by the center's information products.
 - b. Assurance that technically competent personnel in the subject field have agreed to perform the critical review and analysis functions of the center.
 - c. Clear definition of subject fields to be covered and demonstration that other centers do not duplicate the proposed center.
 - d. Adequate financial support and plans for continuing support to achieve the announced objectives of the center.
 - e. Cost and effectiveness evaluation of alternate ways of accomplishing the objectives of the center.

3. Subject Coverage. Subject areas covered by an information analysis center may be determined from either of two categories:
 - a. Discipline-oriented - all or a clearly-defined part of a recognized scientific or engineering discipline which has its own literature or professional traditions.
 - b. Mission-oriented - a military undertaking of special interest to DoD or a specific large weapons system and, therefore, an area which requires an inter-disciplinary approach.
4. Size and Location
 - a. No specific limitations are imposed concerning size in order to qualify as an information analysis center. Units performing the essential functions of such a center may involve the part-time service of a single scientist or engineer, ranging upward to the full- and part-time services of several hundred scientists or engineers.
 - b. Information analysis centers may be located at:
 - (1) DoD installations, laboratories, or activities;
 - (2) Contractor installations (educational institutions, industrial firms, and not-for-profit institutions); and
 - (3) Other Federal agency installations.
5. General
 - a. No restrictions are placed upon receipt of material of any security classification or designated special categories provided that these apply to the mission of the center and that the center has established applicable security safeguards.
 - b. Documents formally issued by a center, other than correspondence in response to inquiries, shall include the Defense Documentation Center (DDC) on the distribution in accordance with reference (d). This requirement includes the annual reports of the centers and such documents as directories of research personnel in a specific subject area.

5100.45
July 28, 64

- c. Information analysis centers will not provide secondary distribution. Any center engaged in secondary distribution of DoD-generated reports shall transfer the distribution activity to the Defense Documentation Center (DDC) in accordance with provisions of reference (d).

B. Disestablishment of Centers

As mission priorities change, the needs for information analysis centers will change. Therefore, it is expected that some information analysis centers will be eliminated when their contribution to a DoD or other assigned mission no longer justifies the expenditure of resources. When this circumstance occurs:

1. The DoD component responsible for administering and funding the center will (a) notify the Director of Defense Research and Engineering of the planned disestablishment at least ninety (90) days before terminating operations, and (b) instruct the managing supervisor of the center to inventory his document collection, including those prepared by the center, to identify all holdings not subject to accessioning by DDC and those not yet accessioned by DDC.
2. Disposition of the center's holdings will be decided by a representative of DDR&E with the assistance of the managing supervisor of the centers and other appropriate persons.
 - a. Documents of value not previously accessioned by DDC will be transmitted to DDC in compliance with reference (d) and applicable security directives.
 - b. Documents which cannot be accessioned by DDC will be destroyed in accordance with applicable directives or forwarded to another information analysis center having related interests and suitable security status.

V. RESPONSIBILITIES

- A. As a minimum requirement, each information analysis center shall be responsible for maintaining or closely supervising the following:

1. Input

- a. Acquiring and storing, under bibliographic control, the available (1) world's literature in its subject area of technical specialization, and (2) unpublished reports, memoranda, and miscellaneous documents related to technical aspects of its subject area of specialization.
- b. Developing and maintaining periodic contact, through personal visit or correspondence, with senior investigators or practitioners engaged in technical work related to its specialized area.
- c. Participating in and/or planning major technical conferences or symposia containing a sufficient number of competent papers in the center's subject area of technical specialization to attract the attendance of senior investigators or practitioners.

2. Processing

- a. Identifying, collecting, and retaining those documents and other source material which provide useful additions to the knowledge or understanding of the center's subject area of technical specialization.
- b. Abstracting and/or extracting each document retained or each source of knowledge (letter, phone call, etc.) which provides information concerning a significant technical event relating to the center's subject area.
- c. Preparing critical reviews, monographs, or equivalent publications on the state-of-the-art in selected segments of the center's subject area.

3. Output

- a. Distributing periodically a list of new and significant publications in its subject area, complete with abstracts or extracts, and reflecting an evaluation of the published work.
- b. Answering inquiries for information from qualified persons.
- c. Providing for visits to the center by qualified persons seeking information.

5100.45
July 28, 64

- d. Preparing and/or distributing state-of-the-art reports, monographs, or equivalent publications on selected segments of the center's subject area.
- B. The heads of DoD components will be responsible for submitting the following reports on the information analysis centers assigned to them:

1. Five-Year Plan

On the basis of planning guidance which will be provided by DDR&E, a five-year plan will be prepared for each center by the designated DoD component at the time the responsibility is assigned, and at least every three years thereafter or whenever a major change in scope or mission is made. The plans will vary in detail according to the size and mission of the center, but will include a statement of objectives and time-phased schedules of funding, manpower, and facilities. Two (2) copies of the initial five-year plan will be submitted to DDR&E sixty (60) days after such responsibility has been assigned. Two (2) copies of each subsequent plan will be submitted to DDR&E sixty (60) days after the prescribed date of preparation. The plans provided for by this subsection are parallel to and not a part of the DoD Programming System; however, they must be consistent with programs as established and revised under the DoD Programming System. The reporting requirements of this paragraph have been assigned Report Control Symbol DD-DR&E(AR)624.

2. Status Reports

Brief status reports, in the format specified in Enclosure 2, will be prepared for each information analysis center by the responsible DoD component. Two (2) copies will be submitted to DDR&E in support of the budget and apportionment review conducted by DDR&E. Such reviews normally will take place in October and May. The reporting requirements of this paragraph have been assigned Report Control Symbol DD-DR&E(TwA)625.

VI. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Two (2) copies of implementing documents will be forwarded to DDR&E within ninety (90) days.

Harold Brown
HAROLD BROWN

Director of Defense Research & Engineering

Enclosures - 2

1. Characteristics of an Information Analysis Center
2. Status Report Format

5100.45(Encl 1)
July 28, 1964

INFORMATION ANALYSIS CENTER

As a primary mission, an Information Analysis Center has the following characteristics:

Has clearly defined, specialized area of interest.

It is concerned with clearly-defined and specialized subject matter, which may be oriented either to a scientific or engineering discipline or to a specific mission of the agency supporting it.

Gathers information.

The input comprises the world's applicable scientific and technical results drawn from published literature, unpublished documents, meetings or symposia, personal visits, or from any other sources or media available, both foreign and domestic. An aggressive acquisition program is a continuing requirement. Data are forms of information in this context.

Analysis by staff experts.

In addition to a staff technically trained in the field of specialization and in information processing, a distinguishing characteristic is the use by the center of laboratory personnel working in the area of specialization as consultants. This requires day-to-day contact between these specialists and significant research and development activities in their field.

Evaluates and condenses.

The critical process of evaluation involves expert judgment of new information for value through analysis, comparison, and appraisal relative to information previously acquired. Information is condensed, summarized and retained. The information is screened, filtered, and reduced to meet user requirements ranging from highly condensed information for management to detailed information for bench scientists and engineers. This entails a continuous refinement of indexing and retrieval methods.

Provides individual user services.

Foremost, the center answers questions. Communications can consist of specific items of evaluated data or information, current summaries on technical trends, comprehensive state-of-the-art analyses, and specialized advisory services. Again, it should be noted that the center produces information in forms ranging from highly condensed information for management to detailed information for bench scientists and engineers. The center also provides services relating to identification and filling of gaps in information and to preparation of vocabularies for their area of specialization.

5100.45(Encl 2)
July 28, 1964

Status Report Format
Information Analysis Centers

1. Name of Center
2. Name of Department of Defense Sponsor
3. Program Element
4. Project, Task, and Subtask Numbers (as applicable)
5. Contract Number(s) (as applicable)
6. Funding Plans

Current Fiscal Year	CFY+1	CFY+2	CFY+3	CFY+4
---------------------	-------	-------	-------	-------
7. Comment (if any) on CFY Operations
8. Plans for CFY+1 Operations (emphasizing problems, if any,
and any changes in mission, scope, manpower, etc.)